



CITY OF GRAND RAPIDS

Re: Mailing Address and/or Taxpayer Name Change

Parcel # 41-____ - ____ - ____ - ____

Property Address: _____

Dear Taxpayer,

The City Assessor's Office is responsible for maintaining the assessment records which includes the most current owner and address information. These records are used for the assessment notices and tax bill mailings. Please complete the information below and return the form to the City Assessor's Office. If you have any questions regarding changing the address, your assessment, or your Principal Residence Exemption please contact the City Assessor's Office at 456-3081.

Complete the information below **only if the taxpayer's name and/or mailing address is incorrect on the tax bill and he/she is the recorded owner of this property.** Please note that the City Assessor's Office may require additional information before they can change the data used for assessment notices and tax billings. This information includes, but is not limited to: copies of deeds, death certificates, driver's licenses, and marriage licenses.

Name: _____

Street Address: _____

City and State: _____ ZIP: _____

Information Supplied By: _____

Reason for Change: _____

Date of Change: _____ Daytime Phone: _____

Thank you.

Return To: City Assessor's Office
City Hall – 3rd Floor
300 Monroe Ave NW
Grand Rapids MI 49503

Phone: (616) 456-3081

Fax: (616) 456-4608

300 MONROE AVE NW, GRAND RAPIDS, MICHIGAN 49503-2296